

STATEMENT OF WORK

TITLE, SERIES, GRADE

Associate Administrator for Public Affairs

AD-0340-00/00

ORGANIZATION

U.S. Environmental Protection Agency

Office of the Administrator

Office of Public Affairs

Immediate Office

TITLE AND GRADE OF SUPERVISOR

Administrator, EX

STATEMENT OF RESPONSIBILITIES

Directs the formulation, implementation, administration and management of policies and programs designed to inform the public and targeted audiences concerning the aims, progress results and background of various programs and related actions conducted by the Agency. Develops agency guidance and the communication planning. Oversees the direction and supervision of activities, programs, and staff assigned to the Office of Public Affairs

Represents the Agency in providing advice and information for the Administrator/Deputy Administrator on media relations, and communications aspects of the Agency 's activities and programs. Assures that the media receives adequate and timely information on all EPA program activities. Respond s in a timely fashion on all media inquiries. Assures that the policy of openness in all informational matters, as set by the Administrator, is honored in all aspects.

Represents the Agency with respect to communications planning at other Federal Agencies, Congress, private industry, community organizations and environmental and public interest groups. Works with EPA regional offices and directs staff liaison with those regional offices to keep constituency groups fully informed of EPA policies and operations.

Oversees the development of publications to inform the general public with major EPA programs and activities and informational materials for internal EPA use, in Headquarters, Regions, laboratories, and field offices. Oversees the maintenance of clearance systems and procedures for periodicals and non-technical information developed by EPA for public distribution and the reviews of all publications for public affairs interests

Provides policy direction for and coordination and oversight of EPA's relations with constituency groups. Oversees EPA efforts to communicate to citizens at-large and in school settings, and responds to their concerns about all environmental issues. Assures there are opportunities for public involvement in resolution of problems

Oversees the production of audiovisual materials, including graphics, radio and video materials, for the general public and for internal audiences, in support of EPA policies and programs.

Works with Regional offices of EPA, as well as the laboratories and other field offices, to ensure coordination of program direction and professionalism of public affairs functions.